**[Date]**

**[Meeting Name] Meeting Notes**

**[Scribe]**

Facilitating:

(Add more lines if necessary with the Return key)

1.
2.
3.

Attending:

1.
2.
3.
4.
5.

Agenda:

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Summary:

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Next Steps:

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| Action | Who | Due |
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At ***any*** meeting where decisions are made—official or ad hoc—please complete a Meeting Minutes template. The main purpose of the Meeting Minutes template is to ensure consistent and efficient communication among group members.

Here’s how the Meeting Minutes template works:

* Assign a Scribe for the meeting. The Scribe’s job is to twofold:
	+ Document key points from the meeting in the “Summary” section. What policies or practices did the group agree to? What topics were discussed and what was said? The Scribe does not need to give a complete blow-by-blow summary of the meeting. The goal is for the Scribe to distill the meeting down to a few main points.
	+ List under “Next Steps” what actions needs to be taken as a result of the meeting, who will perform the actions, and by when will the person(s) responsible follow that action.
* The bracketed portions on the template are where the Scribe should customize the main header.
	+ Replace [Meeting Name] with the particular topic under discussion.
	+ Replace [Scribe] with the Scribe’s name.
	+ Replace [Date] with the date of the meeting.
* The Scribe posts a completed Meeting Minutes template to the group’s wiki or emails it to members **within 24 hours** of the meeting. It is important to post the notes with the next steps as quickly as possible so that group members can verify their responsibilities as needed.